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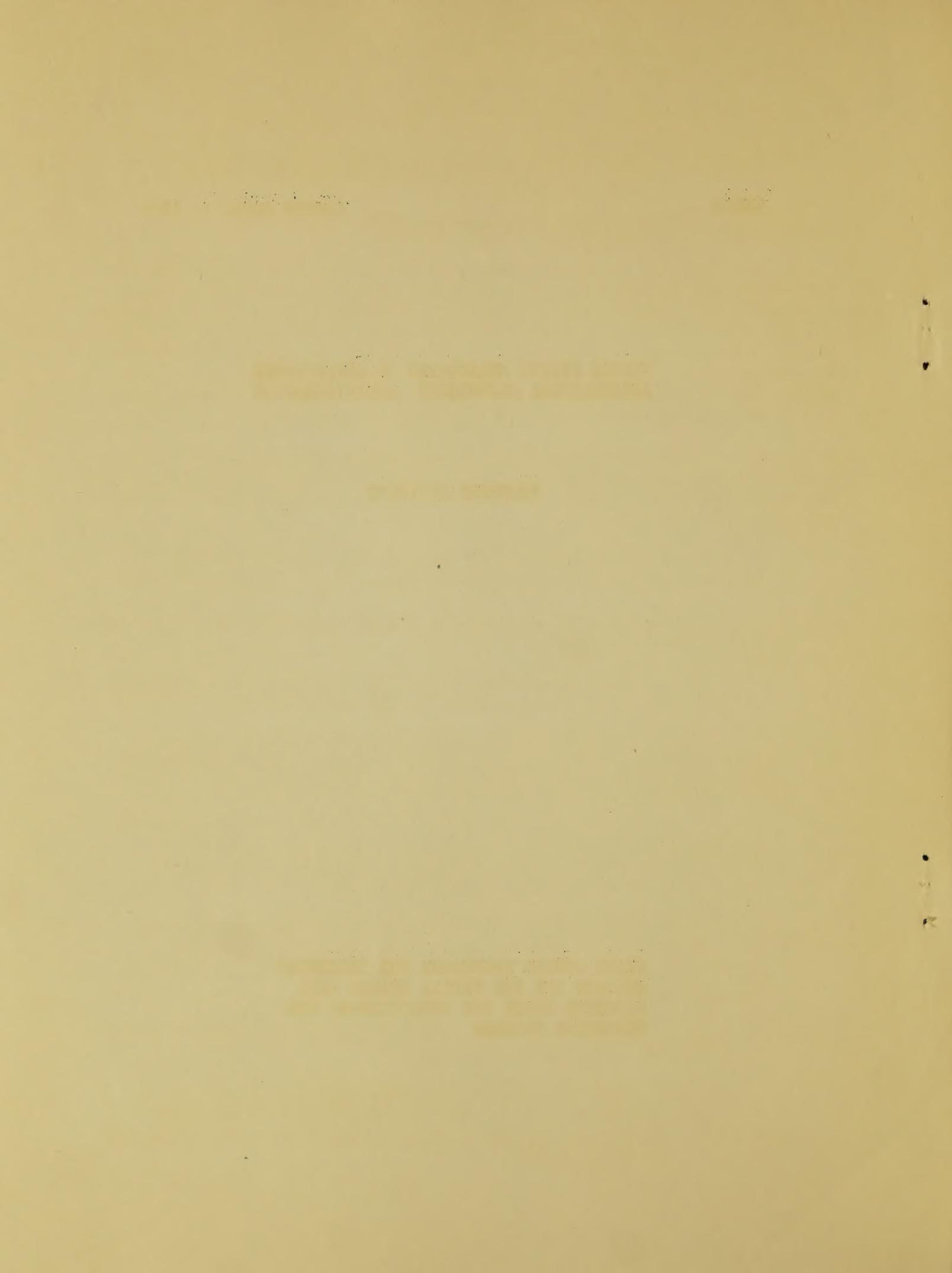
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

STATE OFFICE PROCEDURE FOR DEDUCTING
AMOUNTS DUE THE UNITED STATES FROM
PAYMENTS UNDER THE AGRICULTURAL CON-
SERVATION PROGRAM



SECTION I. APPLICANT INDEBTED TO AGRICULTURAL ADJUSTMENT
ADMINISTRATION

A. DETERMINATION OF APPLICANT'S INDEBTEDNESS

1. When any interested person who signed an application for payment under the Agricultural Conservation Program is indicated as being indebted to the United States (hereinafter referred to as the application and the Agricultural Adjustment Administration is indicated on the Listing of Indebtedness as being the creditor agency, it should be determined by correspondence with said applicant, if possible, or with the county agent, that the applicant (hereinafter referred to as debtor-applicant) is the same as the one shown on the Listing of Indebtedness.

2. If the debtor applicant is the same as the one shown on the Listing of Indebtedness, prepare Form ACP-30, "Notice of Indebtedness to the Agricultural Adjustment Administration", in quadruplicate (original and three copies) as follows:

(a) Enter the date of issue of the current Listing of Indebtedness between the words "issued" and "indicates that".

(b) Enter the name of the debtor-applicant over the words "(Name of person)".

(c) Enter the amount of the debt as shown on the Listing of Indebtedness after the words "in the amount of \$".

(d) Enter the name of the commodity contract or trust agreement out of which the debt arose and the State and county code and serial number after the words "arose out of".

(e) Enter after the words "Payment of \$", the amount of payment due the debtor-applicant under the Agricultural Conservation Program, as determined in accordance with existing procedure, SRP-36 and supplements thereto.

(f) Enter any additional information deemed necessary; e.g., indebtedness arising out of two contracts, or amount of indebtedness or commodity not shown on the Listing of Indebtedness after the word "Remarks".

(g) Enter the date of preparation over the word "(Date)" in the lower left corner of Part I.

(h) Enter the name of the State followed by the words "Southern Division" and the post office address of the State Office. The Officer in Charge should sign in the space provided in the lower right corner.

3. Forward the original and two copies of Form ACP-30 to the Office of the Comptroller, Agricultural Adjustment Administration, (hereinafter referred to as Comptroller) and file one copy in a pending file until the original is returned.

4. At the time the original of Form ACP-30 is received from the Comptroller, transcribe the information entered in Part II by the Comptroller upon the file copy.

5. Enter the State and county code and application serial number upon the original and copy of Form ACP-30 in the space above the heading thereof.

6. Enter the words "see attached ACP-30" on the application beneath the "Certificate of Administrative Officer" and upon the file copy of the computation schedule.

7. Approve the application for payment by executing the Certificate of Administrative Officer thereon in the usual manner.

8. Staple the original of Form ACP-30 to the application and the copy to the file copy of the computation schedule.

B. PREPARATION OF SCHEDULES AND VOUCHERS

1. If paragraph 1, Part II of Form ACP-30 has been deleted by the Comptroller, the application should be scheduled and vouchered in the manner outlined in SRP-36 without further regard to provisions hereinafter contained.

2. If paragraph 1, Part II of Form ACP-30 has been completed (or the information to be shown therein has been extended by entries under the heading of "Remarks") by the Comptroller, the application should be vouchered on Form ACP-13B, prepared in octuple (original and seven copies) as follows:

(a) Insert the words "For Comptroller, AAA" in the space above the heading of one copy.

(b) Complete the information required in the heading and for columns (a), (b), (c) and (d) for the debtor-applicant as outlined in SRP-36.

(c) Enter in column (e) the net amount, if any, due the debtor-applicant (his gross full payment less the amount following the "\$" sign in paragraph 1, Part II, Form ACP-30).

(d) On the line succeeding the entries made in accordance with sub-paragraphs (b) and (c) above, enter

(1) in column (a) the application serial number,

(2) in column (b) the abbreviation "Treas., U. S." followed by the symbol and title of the appropriation to be credited (shown after the words "set-off is" in paragraph 1, Part II, Form ACP-30) and the name of the debtor-applicant,

(3) in column (e) the amount of the indebtedness (shown after the "\$" sign in paragraph 1, Part II, Form ACP-30) and

(4) in column (f) the schedule number of the related Standard Form No. 1096, "Schedule of Voucher Deductions" (see paragraph 5 below).

Note: If the amount of the indebtedness shown after the "\$" sign in paragraph 1, Part II, Form ACP-30 equals or exceeds the payment due the debtor-applicant, sub-paragraphs (b) and (c) above are not applicable and the amount to be entered in column (e) in accordance with sub-paragraph (d) above will be the total amount due the debtor-applicant. The class I and class II payments should be entered in columns (c) and (d) in the usual manner.

(e) Voucher the amounts due the interested persons who are not indebted, if any, in the usual manner on the same Form ACP-13B.

(f) Enter the total, which shall include the amount of the deductions, in the usual manner.

3. If Form ACP-13B is prepared in accordance with paragraph 2 above, Form ACP-14 should be prepared in quadruplicate (original and three copies) in accordance with procedure outlined in SRP-36, except that:

(a) The total number of payees, counting the Treasurer of the United States as one payee regardless of the number of deductions under the voucher, followed by the word "payees" should be entered after the words "et al" which follows the name of the first payee.

(b) The words "Applicant(s) \$" followed by the amount approved to the applicants under the voucher (not including the amount of the deductions) should be entered to the left of the space provided for the signature of the Certifying Officer and, beneath this entry, the abbreviation "Treas. U.S.\$" followed by the amount of the deductions on account of indebtedness should be entered and beneath these two entries the word "Total \$" followed by the sum of the two foregoing entries. Such total must agree with the amount entered in the Certification on the voucher. These entries should appear as follows:

Applicants \$ _____
Treas. U.S.\$ _____

Note: In the event the debtor-applicant alone is covered by the voucher, the name of the debtor-applicant followed by the words "Check to be drawn to Treas. U.S., account of indebtedness to U. S." should be entered in lieu of the information required in (a) of paragraph 3 above.

4. Standard Form No. 1064 should be prepared in accordance with SRP-36, scheduling the total amount approved on the Forms ACP-14 covered by Form 1064, thus including the amount(s) being set off.

5. Standard Form No. 1096 should be prepared in decuple (original and nine copies) as follows:

(a) Enter the schedule number which shall be one (1) for the first schedule and continue thereafter in numerical sequence until the end of the fiscal year (from July 1 of one year to June 30 of the succeeding year, both dates inclusive).

(b) Enter the sheet number which shall be 1, if there is only one sheet; or 1 of 2 sheets, 2 of 2 sheets, etc., if the schedule consists of two or more sheets.

(c) Enter the date the schedule is prepared over the word "(Date)".

(d) Enter the word "Agriculture" over the words "(Department or Establishment)".

(e) Enter the words "Agricultural Adjustment Administration" followed by the name of the city and State in which the State Office is located over the words "(Bureau or Office)".

(f) Enter the words "G. F. Allen, Chief Disbursing Officer" after the words "Made by".

(g) Enter the name of the city and State in which the Regional Disbursing Office is located over the word "(Station)".

(h) Enter the date the schedule is expected to be taken up by the Regional Disbursing Office after the word "Period".

(i) Enter the symbol number of the Regional Disbursing Officer after the words "D.O. Symbol No."

(j) No entry shall be made in the column entitled "D.O. Voucher Number".

(k) Enter the administrative number(s) of Form(s) ACP-14 covered by one Standard Form No. 1064 in the column entitled "Bureau or Office Voucher Number".

(l) Enter the symbol and title of the appropriation(s) to be credited (as shown in paragraph 1, Part II, Form ACP-30) followed by the name(s) of the debtor(s) in parentheses.

(m) Enter the amount of the deduction to be credited to the appropriation(s) in the column entitled "Amount of Deduction".

(n) Enter the name of the Disbursing Officer and his voucher number(s) by which the overpayment was made (shown in paragraph 1, part II, Form ACP-30) in the column entitled "Remarks".

(o) Total the amounts in the column entitled "Amount of Deduction" and enter the result in that column opposite the word "Total"; this total is to be entered only on the last sheet when the schedule consists of more than one sheet.

(p) The Certifying Officer should sign his name over the words "(Signature of approving officer)"; this signature is to be entered only on the last sheet when the schedule consists of more than one sheet.

6. The forms shall be distributed as follows:

(a) Transmit the original and four copies of Standard Form No. 1096, the usual number of copies of Forms ACP-13B and ACP-14 and Standard Form No. 1064, and the applications and related forms to the Preaudit Office of the General Accounting Office in accordance with existing procedure.

(b) Upon the return of one copy of Form ACP-13B from the Preaudit Office of the General Accounting Office, forward one copy of Standard Form No. 1096 to the Accounting and Bookkeeping Division, General Accounting Office, Washington, D. C., and to the Division of Bookkeeping and Warrants, Treasury Department, Washington, D. C.

(c) Upon the return of one copy of Standard Form No. 1096 from the Regional Disbursing Office, transcribe the information appearing thereon under the signature of the Certifying Officer on the three file copies and

(1) forward one copy to the Office of Budget and Finance, Department of Agriculture, Washington, D. C.,

(2) forward one copy, together with the copy of Form ACP-13B marked "For Comptroller, AAA", to the Office of the Comptroller, Agricultural Adjustment Administration, Washington, D. C.,

(3) forward the copy returned from the Regional Disbursing Office to the State Accountant, and

(4) file one copy.

(d) File the remaining material and forms in accordance with procedure outlined in SRP-36.

SECTION II. APPLICANT INDEBTED TO FARM CREDIT ADMINISTRATION OR COMMODITY CREDIT CORPORATION

A. DETERMINATION OF APPLICANT'S INDEBTEDNESS

1. When any application has been suspended because one or more of the interested persons are indicated as being indebted to the Farm Credit Administration or the Commodity Credit Corporation but not to the Agricultural Adjustment Administration, it should be determined (see Section I, part A, paragraph 1) that the applicant is the same as the one shown on the Listing of Indebtedness.

Note: Form ACP-30 will not be used in such cases because the application must be forwarded to the General Accounting Office, Washington, D. C., in order that settlement may be effected.

B. EXAMINATION OF THE APPLICATION AND PREPARATION OF THE COMPUTATION SCHEDULE

1. The application should be examined and approved and the computation schedule prepared in the usual manner (see SRP-36 and supplements thereto).

2. The words "See ACP-25, voucher number ____" (see part C, paragraph 2(a) below for the voucher number) should be inserted beneath the "Certificate of Administrative Officer" upon the application and upon the file copy of the computation schedule.

C. PREPARATION OF SCHEDULES AND VOUCHERS

1. If there are other persons who are not indebted and who executed the application with the debtor-applicant, the payments to the applicants who are not indebted should be vouchered and scheduled on Forms ACP-13B and ACP-14 and Standard Form No. 1064 in the usual manner (see SRP-36 and supplements thereto) with the following exceptions:

(a) Not more than one application shall be vouchered on the same Forms ACP-13B and ACP-14.

(b) The total payment shown on Forms ACP-13B and ACP-14 shall be the difference between the total amount due under the application and the amount due the debtor-applicant.

2. Prepare Form ACP-25, "Public Voucher for Agricultural Conservation Payments Subject To Deductions For Claimant's Indebtedness", (with respect to the debtor-applicant) in quintuplicate (original on Form ACP-25 and four copies on Form ACP-25a) as follows:

(a) Enter the "Bureau Voucher No." which shall be one (1) for the first voucher and continue thereafter in numerical sequence until the end of the fiscal year.

(b) Enter the name of the Debtor-applicant after the word "Name".

(c) Enter the letters "A.A.A." followed by the name of the State Office after the word "Office".

(d) Enter the address of the debtor-applicant, i.e., the street or post office box or rural route number, after the word "Address".

(e) Enter the address of the State Office after the words "Prepared at".

(f) Enter the name of the State above the word "(State)" the name of the county above the word "(County)", and the Serial number of the debtor's application above the words "(Application serial number)".

(g) Enter the gross full payment due the debtor-applicant under the application in column (1).

(h) Make no entries in column (2).

(i) Enter in column (3) the amount appearing in column (1).

(j) Make no entries in columns (4), (5), (6) and (7) or in the block reserved for the General Accounting Office, Preaudit or in the space after the words "Funds to be credited".

(k) The Certifying Officer should sign after the word "By" and insert the date of his signature after the word "Date" and his title after the word "Title".

3. If the debtor-applicant alone is the party in interest to the application, the application shall be routed to the Preaudit Office of the General Accounting Office through the regular channels (see SRP-36) as follows:

(a) Transmit the original and two copies of Form ACP-25, the application and the related papers to the Preaudit Office of the General Accounting Office.

(b) Transmit one copy of Form ACP-25 to the State Accountant.

(c) File one copy of Form ACP-25 alphabetically by the name of the debtor-applicant.

(d) The Preaudit Office of the General Accounting Office will return one approved copy of Form ACP-25 which should be filed by the "Bureau Voucher No."

(e) The copy of Form AD-42 received from the Office of Budget and Finance, Department of Agriculture, should be attached to the copy of Form ACP-25 which has been filed alphabetically, in order that, in the event of an inquiry, the debtor-applicant may be advised of the date his application was forwarded to the General Accounting Office, Washington, D. C.

(f) Upon the receipt of Form 39a, an administrative copy of the Certificate of Settlement, and a copy of Standard Form No. 1096,

(1) insert the record of settlement as indicated therein upon the copy of Form ACP-25 which has been filed alphabetically and upon the file copy of the Form SR-10,

(2) transmit the copy of Form ACP-25 prepared in accordance with (1) above to the State Accountant, and

(3) file Form 39a, Standard Form No. 1096 and Form AD-42 with the received copy of Form ACP-25 which has been filed by the "Bureau Voucher No."

4. If there are persons other than the debtor-applicant who are shown as interested persons on the application, follow the procedure outlined in paragraphs 1 and 2 above. Prepare Form ACP-26 "Receipt In Lieu of Form _____, 'Application For Payment' and Related Documents, Agricultural Conservation Program", in triplicate (original and two copies) and Form ACP-27 "Facing Sheet For Form _____ 'Application For Payment' and Related Documents Agricultural Conservation Program", in triplicate as follows:

(a) Leave the "D.O. Voucher No." blank.

(b) Assign the "Bureau Voucher No.", which shall be the same as that assigned the related Form ACP-25. serial number
(c) Enter "SR-9"/^{and the State and county code and application/} in the blank space following the word "Form" in the title thereof.

(d) Fill in the blank spaces in the printed matter as indicated therein.

(e) Enter the name(s) of the applicant(s) not indebted and the amounts due them in the blank spaces beneath the printed matter.

(f) Do not sign or enter the date.

Note: The data called for in (e) above may be inserted on both forms ACP-26 and 27 in one operation by making Form ACP-26 the original.

5. If there are persons other than the debtor-applicant who are shown as interested persons on the application, the application and related forms shall be distributed as follows:

(a) Transmit the application and related forms, the original and two copies of Form ACP-25, the original and one copy of each of Forms ACP-26 and 27, the usual number of copies of Forms ACP-13B and ACP-14 and Standard Form No. 1064 to the Preaudit Office of the General Accounting Office.

(b) File one copy of each of Forms ACP-26 and ACP-27 with Form ACP-25 as outlined in sub-paragraph (c), paragraph 3 above.

(c) File Forms ACP-13B and ACP-14, Standard Form No. 1064, and the copy of the computation schedule in accordance with existing procedure.

(d) Form ACP-25, Form 39a and Form AD-42, and Standard Form No. 1096 shall be handled as outlined in paragraph 3 above.

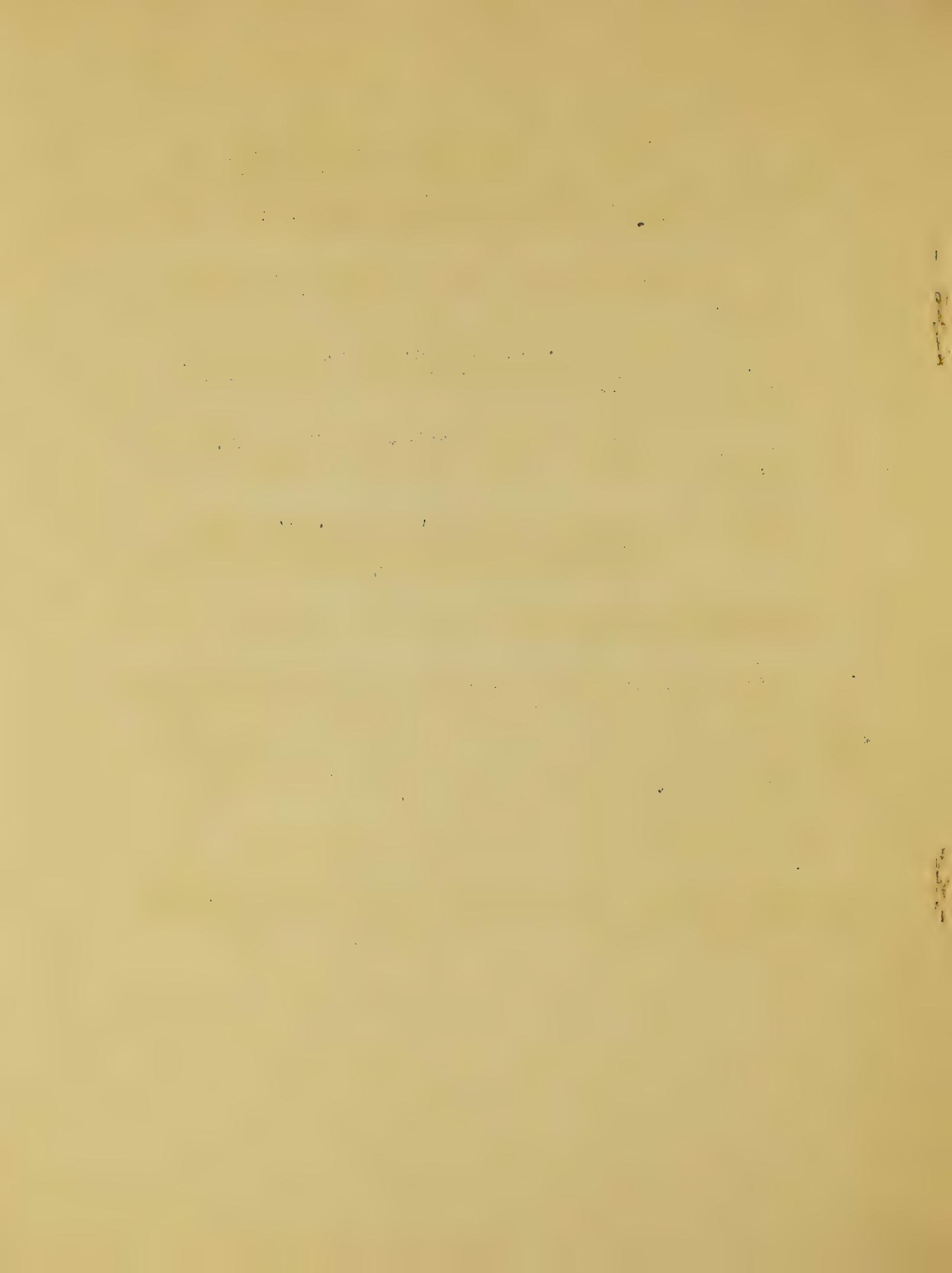
SECTION III. APPLICANT INDEBTED TO AGRICULTURAL ADJUSTMENT ADMINISTRATION AND THE FARM CREDIT ADMINISTRATION OR THE COMMODITY CREDIT CORPORATION

A. FARM CREDIT ADMINISTRATION OR COMMODITY CREDIT CORPORATION NOT SHOWN ON THE LISTING OF INDEBTEDNESS

1. When the procedure outlined in section I, part A hereof has been followed and the original of Form ACP-30 returned by the Comptroller indicates that the applicant is indebted to the Agricultural Adjustment Administration and to the Farm Credit Administration or Commodity Credit Corporation, the procedure outlined in section I, part A, paragraphs 4 to 8 inclusive, and in section II hereof shall be followed (The remaining part of section I shall be disregarded.)

B. TWO OR MORE AGENCIES SHOWN ON THE LISTING OF INDEBTEDNESS

1. When it is indicated on the Listing of Indebtedness that the applicant is indebted to the Agricultural Adjustment Administration and to the Farm Credit Administration or Commodity Credit Corporation the procedure outlined in section II should be followed.



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AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

STATE OFFICE PROCEDURE FOR DEDUCTING
AMOUNTS DUE THE UNITED STATES FROM PAY-
MENTS UNDER THE AGRICULTURAL CONSERVA-
TION PROGRAM

SRC-3 is amended by adding at the end thereof the following new sections:

**SECTION IV. APPLICANT'S INDEBTEDNESS TO BE SET-OFF AGAINST
A FINAL PAYMENT**

A. DETERMINATION OF APPLICANT'S INDEBTEDNESS

1. When an initial payment has been made under an application and one or more of the interested persons under the application are subsequently shown on the Listing of Indebtedness, the final payment should be withheld from the debtor and it should be determined (see section I, part A, paragraph 1 hereof) that the applicant is the same as the one shown on the Listing of Indebtedness.

2. If the debtor-applicant is indicated as being indebted to the Agricultural Adjustment Administration, Form ACP-30 should be prepared as outlined in section I, part A, paragraphs 2, 3, 4, and 5 hereof. If the debtor-applicant is indicated as being indebted to the Farm Credit Administration or the Commodity Credit Corporation, Form ACP-30 shall not be used.

**B. PREPARATION OF SCHEDULES AND VOUCHERS IN CASES OF INDEBTEDNESS TO
THE AGRICULTURAL ADJUSTMENT ADMINISTRATION**

1. A copy of Form ACP-13B upon which the initial payment to the debtor-applicant was originally vouchered should be prepared in accordance with the procedure outlined in part A, paragraph 7, Supplement (i), Revised, to SRP-36.

2. Compute the gross amount of the final payment in accordance with part B, Supplement (i), Revised, to SRP-36.

3. Forms ACP-13C, ACP-14, and Standard Form No. 1064 should be prepared in accordance with the procedure outlined in part C, Supplement (i), Revised, to SRP-36, with the exception that the debtor-applicant and the deductions shall be shown thereon in accordance with

section I, part B, paragraphs 2, 3, and 4 hereof.

4. Standard Form No. 1096 should be prepared in accordance with section I, part B, paragraph 5 hereof.

5. The original of Form ACP-30 should be attached to the copy of Form ACP-13B which accompanies Form ACP-13C and the copy of Form ACP-30 should be attached to the copy of the computation schedule.

6. The forms should be distributed in accordance with section I, part B, paragraph 6 hereof.

C. PREPARATION OF SCHEDULES AND VOUCHERS IN CASES OF INDEBTEDNESS TO THE FARM CREDIT ADMINISTRATION OR COMMODITY CREDIT CORPORATION

1. The gross final payment due the debtor-applicant should be computed as outlined in part B, Supplement (i), Revised, to SRP-36.

2. The gross final payment due the debtor-applicant should be vouchered on Form ACP-25 in accordance with section II, part C, paragraph 2 hereof.

3. A copy of the Form ACP-13B which lists the initial payment to the debtor-applicant should be prepared as outlined in part A, paragraph 7, Supplement (i), Revised, to SRP-36 and attached to the original of Form ACP-25.

4. The forms shall be distributed in accordance with section II, part C, paragraph 3 hereof.

SECTION V. APPLICANT'S INDEBTEDNESS TO BE SET-OFF AFTER A CHECK HAS BEEN ISSUED

A. DISPOSITION OF THE CHECK

1. The Treasury check should be returned to the Disbursing Office in order that it may be forwarded to the Claims Division, General Accounting Office, Washington, D. C. An original and one copy of Treasury Form No. 1664, "Memorandum of Returned Check", will be forwarded by the Disbursing Office to the State Office. Treasury Forms No. 1664 should be handled and filed in accordance with section II, parts B and C of SRC-2.

2. A memorandum should be typed on the reverse side of the original and the duplicate copy of Treasury Form No. 1664 requesting that the check be forwarded to the Claims Division, General Accounting Office, Washington, D. C., by reason of the apparent indebtedness of the payee to an agency of the United States. The duplicate copy of Treasury

Form No. 1664 should be transmitted to the Disbursing Office. The original of Treasury Form No. 1664 should be filed in accordance with the procedure outlined in section II, part C, paragraph 3 of SRC-2.

3. Form AD-42 should be prepared in quintuplicate (original and four copies) as follows:

(a) The date should be left blank.

(b) Enter after the words "The accompanying account of" the name and address of the applicant followed by the State and county code and application serial numbers.

(c) Enter after the "\$" sign the amount of the payment as originally certified.

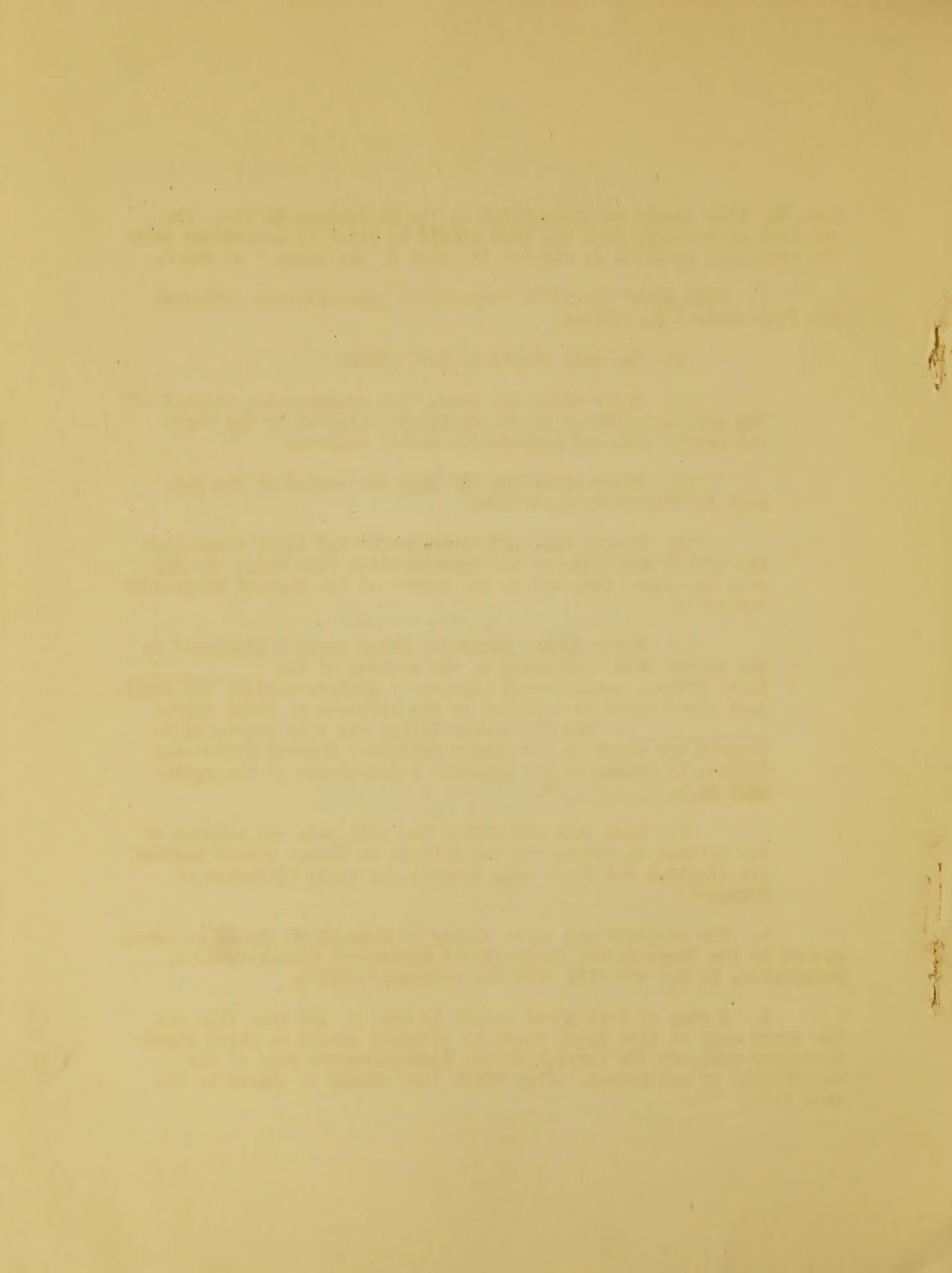
(d) Delete the word "chargeable" and enter thereafter the symbol and title of the appropriation from which the payment was made, followed by the amount of the payment originally certified.

(e) Enter in the remaining blank space a statement to the effect that "According to the records of the _____ State Office, Agricultural Adjustment Administration, the applicant above named is entitled to the proceeds of check number _____. The Disbursing Office has been requested to forward the check to the Claims Division, General Accounting Office, by reason of the apparent indebtedness of the applicant to _____".

(f) Type upon the copies the full name and address of the Officer in Charge and the Officer in Charge should initial the original and first copy beneath the words "Director of Finance".

4. The original and three copies of Form AD-42 should be transmitted to the Comptroller, Agricultural Adjustment Administration, Washington, D. C., who will take the necessary action.

5. A copy of Form AD-42 should be kept in the case file and the dated copy of Form AD-42 which is returned should be filed alphabetically awaiting the receipt of the administrative copy of the certificate of settlement, after which they should be placed in the case file.



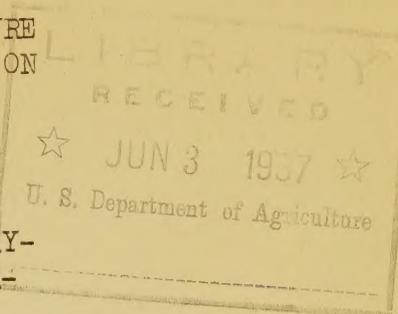
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Issued May 7, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

STATE OFFICE PROCEDURE FOR DEDUCTING
AMOUNTS DUE THE UNITED STATES FROM PAY-
MENTS UNDER THE AGRICULTURAL CONSERVA-
TION PROGRAM



I. Paragraph 4, part C, section II of SRC-3 is amended by the deletion of sub-paragraph (b) thereof and the substitution of the following:

(b) Enter the "Bureau Voucher No." which shall be the same as the "Administrative No." assigned to the Form ACP-14 upon which the persons shown on the application other than the debtor-applicant have been vouchered (see paragraph 1 above).

